

INVITATION TO GARDENING AND LANDSCAPING MAINTENANCE SERVICE COMPANIES

The Embassy of the United States of America in Malabo invites all companies that provide gardening and landscaping maintenance services to participate in a competitive tender; Interested parties are invited for a site visit on May 12, 2023 at 10:00 AM.

Kindly send in the following information: ***Company Name and Name of Company Representative*** to MalaboP@state.gov on or before 12:00 noon on May 11th, 2023.

Please note that all companies must be registered in Equatorial Guinea to be able to do business with the U.S. Embassy.

We will accept a maximum of 2 representatives per company for the site visit.

After the site visit, we will begin to receive your quotations\proposals. We accept quotes via email MalaboP@state.gov or\and sealed envelope marked "Quotation Enclosed for **Contracting Officer: PR11642883**".

The last day to submit quotes\proposals will be Friday, May 19, 2023, by noon.

SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED

INVITACIÓN A EMPRESAS DE SERVICIOS DE MANTENIMIENTO DE JARDINERÍA Y PAISAJISMO

La Embajada de los Estados Unidos de América en Malabo invita a todas las empresas que prestan servicios de mantenimiento de jardinería y paisajismo a participar en una licitación competitiva; Se invita a las partes interesadas a una visita al sitio el 12 de mayo de 2023 a las 10:00 a. m.

Envíen amablemente la siguiente información: **nombre de la empresa y nombre del representante de la empresa** a MalaboP@state.gov a más tardar a las 12:00 del mediodía del 11 de mayo de 2023.

Tengan en cuenta que todas las empresas deben estar registradas oficialmente en Guinea Ecuatorial para poder hacer negocios con la Embajada de los Estados Unidos.

Aceptaremos un máximo de 2 representantes por empresa para la visita.

Después de la visita, comenzaremos a recibir las propuestas, las cuales podrán enviar por correo electrónico a MalaboP@state.gov o depositarlas directamente en la Embajada en un sobre cerrado y marcado como "Propuesta adjunta para la oficial de Contratación: **PR11642883**"

El último día para enviar vuestras licitaciones\propuestas será el día 19 de Mayo del 2023 a las 12:00 del mediodía.

SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED



US EMBASSY MALABO

STATEMENT OF WORK

For

U.S. Embassy Compound Gardening

SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED

JUNE 2023

1.0 SCOPE OF CONTRACT

The Contractor shall perform gardening services, including furnishing all labor, material, equipment, and services, for the Embassy of the United States of America in Malabo, Equatorial Guinea. The price listed below shall include all labor, materials, insurance (see FAR 52.228-3 and 52.228-5), overhead, and profit. The Government will pay the Contractor the fixed price per month for standard services that have been satisfactorily performed.

After contract award, the contractor will be issued a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

The performance period of this contract is from June 1st, 2023, to May 31st 2024.

1.1 WORK STATEMENT

The purpose of this contract is to obtain gardening services for real property owned by the U.S. Government *at* the Embassy of the United States of America in Malabo, Equatorial Guinea. The Contractor shall perform gardening services in all designated spaces. The contract contains certain ordering provisions by which the Contracting Officer Representative (**COR**) may require additional amounts of service for special events with the written approval from the Contracting Officer (**CO**). The Contractor shall furnish managerial, administrative, and direct labor personnel to accomplish all work required by this contract.

1.2. GENERAL REQUIREMENTS

Maintenance and appearance of the grass, shrubbery, garden areas, trees, and related landscape elements of the U.S. Post and properties are an important part of the representational responsibilities of the U.S. mission. The Contractor's work shall be measured by the appearance of the landscape covered by this contract. The Contractor shall perform complete gardening and landscape maintenance services as described in this contract for all Government properties. The Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the COR's schedules and instructions, and all applicable laws and regulations. The Contractor shall meet all the standards of performance identified in the contract. The Contractor shall perform all related support functions such as supply, quality control, financial oversight, and maintenance of complete records and files.

1.3. MANAGEMENT AND SUPERVISION

SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED

1.3.1. SUPERVISION. The Contractor shall designate a representative who shall be always responsible for on-site supervision of the Contractor's workforce. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff.

1.3.2. SCHEDULES. The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel, household staff or occupants of the Post/residence. Standard Services shall be delivered between the hours of 8:00 AM and 5:00 PM Monday through Thursday, and 8:00AM and 12:00PM on Friday, except for the holidays (American's and Host country Holidays). For those items other than routine daily services, the Contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.

1.3.3. QUALITY CONTROL. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract. The objective of the contract is to maintain a neat and attractive appearance throughout the year.

1.3.4 TECHNICAL GUIDANCE. The Contractor shall have the services of a trained horticulturist with experience in the climate and soil conditions found locally to give technical guidance to the Contractor's work force and to develop and guide the Contractor's programs for lawn and tree care.

1.3.5. GROUNDS MAINTENANCE PLAN. The Contractor shall submit an annual Grounds Maintenance Plan that reflects the proposed frequency for meeting the requirements of this contract. The Grounds Maintenance Plan will be developed to fit the requirements of local conditions, types of vegetation, and climate factors. The Contractor shall submit the Grounds Maintenance Plan to the COR for approval within 30 days after contract award. Every three months at a minimum, staffing, progress, and scheduling will be reviewed. The Contractor must provide records of hours worked, progress and proposed fertilization schedules.

1.4 EXTERIOR GROUNDS AND LAWN CARE

1.4.1. GRASS CUTTING. The Contractor shall maintain the height of grass between 4 and 6 centimeters. Weather conditions should be suitable for grass cutting. If this is not the case,

Contractor shall schedule the work as soon as conditions are suitable. The Contractor is responsible for all equipment and fuels needed to complete this task.

Grass and weeds growing between the paved brick gaps should be killed or removed regularly so that they do not rise over one centimeter above the brick surface.

The Contractor shall also cut the grass outside the perimeter fence, 6meters away from the fence.

1.4.2 EDGING. The Contractor shall edge all sidewalks, gravel paths, driveways, and curbs each time the adjacent grass is cut.

1.4.3. TRIMMING. The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, structures, and outside the perimeter fence so that grass height does not exceed the height of the adjacent grass. Trimming shall also be performed on plants near the edges of planters if the plants overreach or get too big.

1.4.4. WEEDING. The Contractor shall weed the grounds and gardens on a continuous basis to prevent the growth of weeds into lawn and landscapes. The growth of weeds and grass in the cracks and joints within or along sidewalks must be prevented or removed. Weeding shall include all walkways such as gravel paths, removal of weeds and grass in all areas paved with brick, with special attention that weeds, and grass are removed in the Chancery front entrance area.

1.4.6. TURF REPAIR AND RE-ESTABLISHMENT. The Contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged area shall be filled in and leveled and then seeded or sodded and maintained to conform to adjacent areas. This will include the planting of new plants.

1.4.8. The method, frequencies, and dates of grass cutting, hedging, trimming, weeding, watering, and turf repair shall be part of the Contractor's Grounds Maintenance Plan.

1.4.9. The Contractor will once yearly apply soil to garden areas as needed. This is intended to protect plant roots that may be exposed due to soil erosion.

1.5. PRUNING

1.5.1 The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.

1.5.2. The Contractor shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning.

1.5.3. The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:

- direct and encourage plant growth in directions desired,
- remove dead and unsightly growth, and
- maintain a neat and attractive appearance.

The Contractor shall prune according to the schedule in the Grounds Maintenance Plan to ensure that all heavy pruning is accomplished during the proper season according to best horticultural practice. The Contractor shall prune all hedges and shaped shrubs to always maintain proper shape.

1.5.4. At no additional cost to the Government, the Contractor shall replace any tree, bush or shrub that is killed or rendered unusable for its intended purpose through negligent or irresponsible practices that are attributable to the Contractor.

1.5.5. Trimming of Trees and Removal of Dead Branches: The Contractor shall trim trees once yearly to remove all or failing branches. All trimmed materials must be removed from site.

1.8. REMOVAL OF DEBRIS. The Contractor shall remove debris such as foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, dirt, sand, and trash from the maintained areas including walkways, stairways, and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each workday.

The MCAC entrance area and Chancery Building front entrance area shall be cleaned of debris such as foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, dirt, sand, and trash every day. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an authorized disposal site. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.

1.9. WATERING

1.9.1. The Contractor shall water lawns, flowers, shrubs, and trees if natural precipitation is insufficient to preserve healthy plant life. Regular watering of all plants is required during a dry spell and the weather is not conducive to their proper growth especially in areas where there is no irrigation line, sprinkler heads, or root irrigation. The Contractor may request the COR's permission to suspend watering to avoid too much water in the soil.

1.9.2. The Contractor shall present the method, frequencies, and dates of watering in a written schedule in the Grounds Maintenance Plan. The schedule shall consider the kinds of vegetation, local soil conditions, and the seasonal variations in plant moisture requirements.

1.9.4. The Government shall furnish the supply of water at established points.

1.10. FERTILIZER

1.10.1. The Contractor is responsible for maintaining healthy vegetation throughout the year. The Contractor shall fertilize and lime the soil to promote proper health, growth, color, and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions, and seasons of the year. If fertilizer is required, Contractor needs to provide complete product information and material data sheets (MSDS) to the COR for approval.

1.10.2. The Contractor shall present the method of application, fertilizer type, frequencies, and dates of fertilizing and liming in the Grounds Maintenance Plan.

1.10.3. The Contractor shall fertilize the lawn areas a minimum of two times per year.

1.11 PEST AND DISEASE CONTROL. The Contractor shall maintain lawn, flowers, shrubs, vines, trees, and other planted areas in a healthy and vigorous condition. Pests and diseases need to be prevented and treated if present. Chemical and pesticide applications are to be used only as a last resort after natural applications have failed. Under no circumstances shall the Contractor apply any pesticides without first providing complete product information and material safety data sheets (MSDS) to the COR for approval.

1.11.1 The Contractor shall present a plan for pest and disease control as a part of its Grounds Maintenance Plan.

1.12. HAZARDOUS AND TOXIC SUBSTANCES. It is the Contractor's responsibility to ensure the safe handling, application, removal, and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers, and pest control products utilized in this requirement.

1.13. TEMPORARY ADDITIONAL SERVICES

Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services of this contract. The COR shall order these services as needed. This work shall be performed by trained employees of the Contractor and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24-hour advance notice.

1.13.1 The Contractor shall include in its next regular invoice details of the temporary additional services and any materials provided and requested under temporary additional services. The Contractor shall also include a copy of the COR's written confirmation for the temporary additional services.

1.13.2. Seasonal plantings are to be submitted with the gardening plan to be approved by the COR/CO.

STANDARD OF CONDUCT

Uniforms and Personal Equipment. The Contractor's employees shall wear clean, neat, and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer's Representative (COR). The use of noise and gas pollutant machines are not permitted around the CMR.

Neglect of duties shall not be condoned. The Contractor shall enforce no sleeping while on duty, unreasonable delays, or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the worksite security.

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient US Government operations.

Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.

- **Criminal Actions.** Contractor employees may be subject to criminal actions as allowed by local law in certain circumstances. These include but are not limited to the following actions:
- Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records.
- Unauthorized use of US Government property, theft, vandalism, or immoral conduct.
- Unethical or improper use of official authority or credentials.
- Security violations; or,
- Organizing or participating in gambling in any form.

NOTICE TO THE US GOVERNMENT OF LABOR DISPUTES

The Contractor shall inform the COR of any actual or potential labor dispute that is delaying or threatening to delay the timely performance of this contract.

PERSONNEL SECURITY

SENSITIVE BUT UNCLASSIFIED

SENSITIVE BUT UNCLASSIFIED

After award of the contract, the Contractor shall provide the following list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this project. The US Government will run background checks on these individuals. For everyone the list shall include:

- Full Name
- Place and Date of Birth
- Current Address
- Identification number
- Employer Letter

US Government shall issue identity cards to Contractor personnel, after they are approved. Contractor personnel shall always display identity card(s) on the uniform while providing services under this contract. These identity cards are the property of the US Government. The Contractor is responsible for their return at the end of the contract, when an employee leaves Contractor service, or at the request of the US Government. The US Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.